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5 MAY 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT:

OIS Weekly Report (21 April-4 May 1982)

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Office of the Director of Information Services

25X1 The Office of Information Services held its third annual conference at 28-30 April. A total of 192 members of the MI Sub-Group attended. In addition to an address by the Director of Information Services, we had nine guest presentations, including John McMahon, workshops on records management and information handling, and a Job Fair for clerical employees. Evaluations by members of the Sub-Group indicate that the conference was a worthwhile and rewarding experience and that they all benefited from attendance.

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Classification Review Division

Chief, CRD and Chief, Records Management Division visited the Department of State to review the status of the Agency's proposal to survey State records to identify CIA information that requires protection. A joint decision was reached that a team of two experienced CRD classification reviewers would review microfilm of various State files. This would be the least intrusive and most easily arranged method to undertake this rather formidable task. In reply to a proposal that the Agency take back certain records as a means of protecting them, State said that such a procedure would be harmful to the integrity of their records and would therefore be something they would want to consider very carefully, but in any case, State would cooperate fully in finding and taking measures to ensure the proper protection of CIA information.

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Two CRD reviewers completed a successful two-week TDY to the Eisenhower and Truman Libraries. This was the first of numerous planned visits to review CIA information held in the various Presidential libraries. The Libraries' staffs appeared to be very security conscious; each Library had good facilities (vaults) for storing classified material; and they were perfectly willing to withhold any material we requested. A considerable amount of material was reviewed, but only a very small portion was declassified, indicating the importance of the review program.

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CRD reviewed a total of 2,790 CIA documents (25,365 pages) and declassified 1.5 percent. An additional 63 non-CIA documents (1,311 pages), two Department of State galley proofs (303 pages), three manuscripts (313 pages), and nine miscellaneous documents (41 pages) were also reviewed. ☐

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Records Management Division

*RMD coordinated and prepared the Agency's response to the Information Security Oversight Office draft implementing directive for Executive Order 12356. ☐

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*An RMD representative met with a Special Security Center (SSC), Office of Security, representative to discuss a memorandum of agreement which will clarify the responsibilities of RMD and SSC relating to Treaty Organization matters. ☐

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A member of a combined Office of Communications and Office of Data Processing project team briefed members of OIS on the Message Handling Facility (MHF) currently under development to replace the Cable Dissemination System. A discussion following the briefing addressed the possible effects of MHF on registry procedures. A representative from the DO also attended and believed the briefing was of sufficient interest that arrangements are being made for similar presentations in the DO. ☐

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RMD conducted two runnings of a revised Introduction to Micrographics course on 19 and 20 April. The new one-day course seemed to work very well and student evaluations were mostly favorable. ☐

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Regulations Control Division

During this reporting period, RCD carried out 84 actions on issuances. The Division's workload of regulatory issuances was slightly decreased to 136 active jobs reflecting the number of newly initiated jobs compared to those published or canceled. ☐

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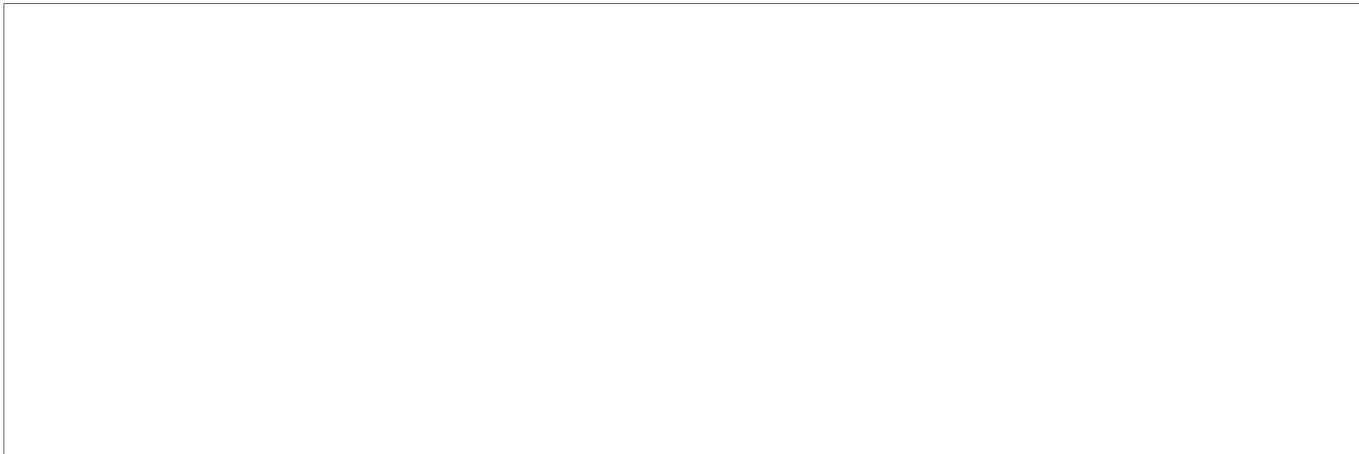
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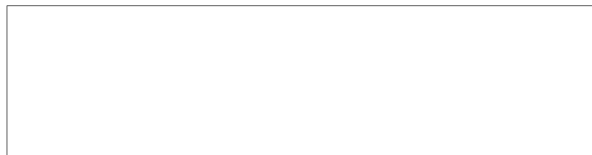


Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS: [redacted] (5 May 1982)
Rewritten: DD/OIS:BJCooper:mes (5 May 1982)

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